

Howard County Office of Children's Services Training Calendar

**October
November
December
2011**

- Pre-registration and payment are required in advance for all classes.
- Register online at www.howardcountymd.gov/children, or by mail or phone.
- A complete list of Registration Policies and Procedures is on page 11. For general information about workshops, please call us at 410-313-1940.

October 2011

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FCCP: Professionalism Module

Mon. October 3 5:45 - 9:45 pm Initial Training
Core Credit: 4 hrs PRO Ages: All
\$23 Instr: S. Glisan Location: OCS

This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for renewal credit.

Explore and understand specific concepts and practices that will lay the foundation for a successful program, including supervision, abuse/neglect, appropriate guidance, record keeping, marketing, contracts, and policies and procedures.

FCCP: Health & Safety Module

Wed. October 5 5:45 - 9:45 pm Initial Training
Core Credit: 4 hrs HSN Ages: All
\$23 Instr: M. Conway Location: OCS

This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for renewal credit.

Learn the basic concepts of health, safety, and nutrition for family care programs. Topics include emergency preparedness, menu planning, and specific issues of concern for the health and safety needs of young children.

Infant/Toddler Module 7: Safety

Wed. October 5 6:30 - 9:30 pm ALL Levels
Core Credit: 3 hrs HSN Ages: I/T
\$23 Instr: L. Tsonis Location: Gateway 303

This class includes 1 hour in the area of Working with Mixed Age Groups.

Learn what's necessary for infants and toddlers to feel safe and secure in a child care program. Ensure that your environment offers many choices that are safe for newborns, as well as for toddlers on the go.

FCCP: Special Needs Module

Thurs. October 6 5:45 - 9:45 pm Initial Training
Core Credit: 4 hrs SN Ages: All
\$23 Instr: J. Lentz Location: OCS

This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for renewal credit.

Basic concepts of inclusive care for family providers. Topics include the Americans with Disabilities Act and how it applies to child care, plus health, behavioral, and developmental issues that must be addressed.

FCCP: Curriculum Module

Mon. October 10 5:45 - 9:45 pm Initial Training
Core Credit: 4 hrs CUR Ages: All
\$23 Instr: S. Glisan Location: OCS

Participants will gain a better understanding of the components of a family child care curriculum, how to create a developmentally appropriate curriculum, and how to plan and design a family child care home.

SIDS: Sudden Infant Death Syndrome

Wed. October 12 6:30 - 8:30 pm ALL Levels
Core Credit: 2 hrs HSN Ages: I/T
\$13 Instr: C. Lunn Location: OCS

A SIDS class is required for family child care applicants and for any family provider seeking to become licensed for infant care.

SIDS is the sudden, unexplained death of a healthy infant under 12 months. The cause of SIDS is unknown, but there are ways to make babies in your care safer.

Infant/Toddler Module 8: Overview of Special Needs

Wed. October 12 6:30 - 9:30 pm ALL Levels
Core Credit: 3 hrs HSN Ages: I/T
\$23 Instr: L. Tsonis Location: Gateway 303

This class includes 1 hour in the area of Working with Mixed Age Groups.

Learn to identify special needs of infants and toddlers, and how to care for them appropriately. Includes environmental allergies, diagnosed disabilities, and resources to help.

new!

Self-Esteem for the School-Age Child

Thurs. October 13 6:30 - 9:30 pm ALL Levels
Core Credit: 3 hrs CD Ages: SA
\$23 Instr: D. Wood Location: OCS

This class includes 1 hour in the area of Working with Mixed Age Groups.

Discuss the indicators of self-esteem in school-age children (6—10 years), as well as classroom strategies that can help build self-esteem in particular children. Try out a few activities that can help children increase their self-awareness, self-expression, and self-esteem.



Register online! www.howardcountymd.gov/children

Project Security Blanket

Sat. October 15 8:30 am - 3:00 pm ALL Levels
 Core Credit: 6 hrs (3 PRO + 3 HSN) Ages: All
 \$15* Instr: J. Johnson Location: OCS

Meets the 6-hour COMAR requirement for centers, family providers, and family child care applicants. Price includes lunch.



Develop a comprehensive emergency plan to follow when a disaster occurs. Natural disasters, medical emergencies, technological hazards, and family/community concerns (disgruntled parents, missing children) are covered. Ensure that your plan addresses special needs, notifying parents, sheltering, evacuation, and other possibilities!

FCCP: Child Development Module

Mon. October 17 5:45 - 9:45 pm Initial Training
 Core Credit: 4 hrs CD Ages: All
 \$23 Instr: S. Peyser Location: OCS

This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for renewal credit.

This workshop covers basic child development concepts including stages of growth and development, leading child theorists, and an overview of learning theories.

SEFEL: Building Positive Relationships

Wed. October 19 6:30 - 9:30 pm ALL Levels
 Core Credit: 3 hrs (2 COM + 1 PRO) Ages: PS
 \$23 Instr: L. Rhodes Location: OCS

Why are positive relationships with children and their families so important, and how do our attitudes influence them? Learn about key social-emotional skills children need upon entering kindergarten, and how they impact challenging behaviors.

Infant/Toddler Module 9: Assessment and Screening

Wed. October 19 6:30 - 9:30 pm ALL Levels
 Core Credit: 3 hrs (1 CD + 2 PRO) Ages: I/T
 \$23 Instr: L. Tsonis Location: Gateway 303

This class includes 1 hour in the area of Working with Mixed Age Groups.

Understand the reasons for assessment and screening of infants and toddlers, and how to apply this knowledge.

Understanding and Guiding Young Gifted Learners

Thurs. October 20 6:30 - 9:30 pm ALL Levels
 Core Credit: 3 hrs (2 SN + 1 CUR) Ages: PS
 \$23 Instr: E. Stinchcomb Location: OCS

Children who are bright or gifted can easily become bored and begin exhibiting challenging behaviors. Understanding a gifted child's needs helps not only the child, but also the provider, ensuring appropriate behaviors and a fun day.

Infant/Child and Adult CPR Certification

Sat. October 22 9 am - 12 noon ALL Levels
 Certification Only (no Core of Knowledge credit)
 \$40 Instr: PPM Location: OCS

Acceptable for licensing, certified by the American Heart

Association, and good for two years.

First Aid Certification

Sat. October 22 12:30 pm - 4:30 pm ALL Levels
 Certification Only (no Core of Knowledge credit)
 \$40 Instr: PPM Location: OCS

Acceptable for licensing, certified by the American Heart Association, and good for two years.

FCCP: Community Module

Mon. October 24 5:45 - 9:45 pm Initial Training
 Core Credit: 4 hrs COM Ages: All
 \$23 Instr: S. Glisan Location: OCS

This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for renewal credit.

This workshop will focus on developing and maintaining relationships with children, families, and the community. Learn and practice effective communication strategies.

Recognizing and Reporting Child Abuse

Wed. October 26 6:30 - 9:30 pm ALL Levels
 Core Credit: 3 hrs (2 HSN + 1 COM) Ages: All
 \$15 Instr: C. Lunn Location: OCS

This class includes 1 hour in the area of Working with Mixed Age Groups.

Learn how to recognize signs of abuse, and how to report suspected abuse in Howard County. Discuss ways you can help prevent abuse in your community.

Infant/Toddler Module 10: Community Resources

Wed. October 26 6:30 - 9:30 pm ALL Levels
 Core Credit: 3 hrs (1 CD + 2 PRO) Ages: I/T
 \$23 Instr: L. Tsonis Location: Gateway 303

This class includes 1 hour in the area of Working with Mixed Age Groups.

Learn how to tap into resources available in your community, and creative ways to share info with families.

Director's Conference: Supporting Maryland EXCELS

Thurs. October 27 8:00 am - 3:30 pm Directors/Owners
 Core Credit: 6 hours \$35

Location: Gary J. Arthur Community Center, Glenwood
 Please call 410-313-1940 to register for the Director's Conference and choose your morning and afternoon sessions. Online registration is not available.

Medication Administration

Sat. October 29 8:30 am - 3:00 pm ALL Levels
 Core Credit: 6 hrs HSN Ages: All
 \$50 Instr: C. Kemp Location: OCS

This MSDE-designed workshop will teach how to administer medication to children. Learn how to give oral, topical, inhaled, and emergency medicines to infants and children; how to keep accurate records; regulations for hygiene, safety, and measurement. Bring a bagged lunch. Class begins with a brief quiz on basic math and English reading skills that you must pass in order to stay for the class; if this is a concern, call 410-313-1923 to discuss.

November 2011

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Mix It Up: Working with Mixed Age Groups

Wed. November 2 6:30 - 9:30 pm ALL Levels

Core Credit: 3 hrs (1.5 CD + 1.5 CUR) Ages: All

\$23 Instr: C. Bethke Location: OCS

This class includes 3 hours in the area of Working with Mixed Age Groups.

Working with a group of children who are different ages presents child care providers with unique challenges and opportunities. Learn strategies to overcome challenges, create daily schedules, and meet the needs of each child.

Infant/Toddler Module 11: Personal & Social Development

Wed. November 2 6:30 - 9:30 pm ALL Levels

Core Credit: 3 hrs (1.5 CD + 1.5 CUR) Ages: I/T

\$23 Instr: L. Tsonis Location: Gateway 303

This class includes 1 hour in the area of Working with Mixed Age Groups.

Relationship-building starts in early infancy. Discuss your role in supporting social-emotional development, and identify positive methods of self-regulation.

new!**Winter Holiday Crafts**

Thurs. November 3 6:30 - 9:30 pm ALL Levels

Core Credit: 3 hrs CUR Ages: All

\$30 Instr: D. Bures-Walker Location: OCS

The winter holidays are a wonderful time to have fun with children and provide opportunities to create easy craft projects. Come and discover new craft ideas and maybe even a new holiday or two!

new!**Looking Closely at the Project Approach**

Mon. November 7 6:30 - 9:30 pm Intermediate

Core Credit: 3 hrs CUR Ages: PS

\$23 Instr: S. Peyser Location: OCS

Do you wonder if your lesson plans are exciting to your children, encouraging their natural instinct to learn? How do you know if you are truly engaging young learners? Learn about the project approach and how to use it to engage your children by asking questions, seeking answers, observing experts, investigating, and encouraging family participation.

**Breathe Easy! Dealing with Asthma and Allergies**

Wed. November 9 6:30 - 8:30 pm ALL Levels

Core Credit: 2 hrs HSN Ages: All

\$18 Instr: M. Conway Location: OCS



Learn ways to make your home or center a lung-healthy place for all children, especially those with respiratory conditions. Gain a greater knowledge of asthma and the effects of second- and third-hand smoke on chronic illness. We will discuss food allergies, their life-threatening symptoms, and how to prevent problems.

Infant/Toddler Module 12: Language/Literacy Development

Wed. November 9 6:30 - 9:30 pm ALL Levels

Core Credit: 3 hrs (1.5 CD + 1.5 CUR) Ages: I/T

\$23 Instr: L. Tsonis Location: Gateway 303

This class includes 1 hour in the area of Working with Mixed Age Groups.

Discuss how to engage in communication with newborns; age-appropriate expectations for development of language; and how to build on a child's current capabilities.

Preschool Child: Myths, Gifts, & Challenges of ADHD

Thurs. November 10 6:30 - 9:30 pm ALL Levels

Core Credit: 3 hrs (2 SN + 1 CD) Ages: PS

\$23 Instr: Project ACT Location: OCS

Learn about ADHD and the behavioral characteristics of its three sub-types. Discuss how to identify early signs of

WORKSHOPS FOR DIRECTORS

Our 45-Hour Director's Series continues through December, and we are opening registration for individual modules to any child care professional currently in or seeking leadership positions. You don't have to take the whole series to benefit from individual topics! Classes are \$20 each and are held in Gateway 303 from 6:30 - 9:30 pm. For more information, or to register, please call us at 410-313-1940 or register online.

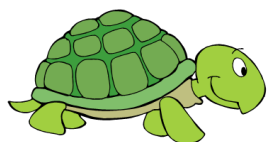
- Oct. 4 Curriculum: Developing the Best Program
- Oct. 11 Child Abuse and Mental Health Screenings
- Oct. 18 Business Practices and Financial Planning
- Oct. 25 Enrollment and Reporting Procedures
- Nov. 1 Staff Management: Hiring and Interviewing
- Nov. 8 Staff Management: Delegating, Coaching, Scheduling
- Nov. 15 Staff Management: Discipline and Evaluations
- Nov. 22 Human Resource Regulations and Laws
- Nov. 29 Communication Strategies
- Dec. 6 Resources

ADHD in the behaviors displayed by preschool-aged children, and how to modify your classroom environment to encourage more appropriate behavior.

SEFEL: Social-Emotional Teaching Strategies

Mon. November 14 6:30 - 9:30 pm ALL Levels
Core Credit: 3 hrs (2 CUR + 1 CD) Ages: PS
\$23 Instr: E. Stinchcomb Location: OCS

To develop social-emotional skills, children need to understand feelings, self-regulation, interacting with peers, and how to be a friend. Learn strategies to develop the social-emotional skills of young children; meet Tucker the Turtle and learn about being a Super Friend!



SEFEL: Designing Supportive Environments

Wed. November 16 6:30 - 9:30 pm ALL Levels
Core Credit: 3 hrs (2 CUR + 1 SN) Ages: PS
\$23 Instr: L. Rhodes Location: OCS

Classroom arrangement and traffic patterns can impact children's behavior. Understanding the influence of visual cues, schedules, routines, and classroom design can help you prevent challenging behaviors in your program. Discuss how to develop and implement classroom rules.

Infant/Toddler Module 13: Cognitive Development

Wed. November 16 6:30 - 9:30 pm ALL Levels
Core Credit: 3 hrs (1.5 CD + 1.5 CUR) Ages: I/T
\$23 Instr: L. Tsonis Location: Gateway 303

This class includes 1 hour in the area of Working with Mixed Age Groups.

Examine how infants and toddlers explore the world around them as they begin the foundational learning for all domains. Learn to plan for individual skill levels.

new!

Reducing Stress for Young Children

Thurs. November 17 6:30 - 9:30 pm ALL Levels
Core Credit: 3 hrs HSN Ages: PS
\$23 Instr: D. Bures-Walker Location: OCS

Learn what the experts say about reducing children's stress.

Try out some kid-friendly activities you can incorporate into your daily schedule that will help children deal with their stress.



Infant/Child and Adult CPR Certification

Sat. November 19 9 am - 12 noon ALL Levels
Certification Only (no Core of Knowledge credit)
\$40 Instr: PPM Location: OCS

See description on page 2.

First Aid Certification

Sat. November 19 12:30 pm - 4:30 pm ALL Levels
Certification Only (no Core of Knowledge credit)
\$40 Instr: PPM Location: OCS

See description on page 2.

Introduction to the Maryland Credential

Mon. November 21 6:30 - 8:30 pm ALL Levels
Core Credit: 2 hrs PRO Ages: All
\$15 Instr: J. Johnson Location: OCS

If you work with children in a licensed/registered program, you are eligible to participate in the Maryland Credential. Learn about the many benefits of the program - bonus money, training incentives, and college scholarships.

new!

Introduction to Environmental Rating Scales

Wed. November 30 6:30 - 9:30 pm ALL Levels
Core Credit: 3 hrs PRO Ages: All
\$23 Instr: J. Johnson Location: OCS

Environmental Rating Scales (ERS) are assessment tools that measure the quality of child care settings at various ages. Items assessed include space and furnishings, personal care routines, listening and talking, daily activities, and interactions between staff, children, and parents. ERS books and materials will be available for purchase at this class. For more information on ERS and Maryland EXCELS, see the article on page 1.

Steps to Accreditation: A series for directors and owners

Whether you're in the process of becoming accredited, or you're just beginning to consider it, our Accreditation series can help! Join us at one or more of these workshops to learn more about how and why your center or preschool should become accredited. Instructor Joan Johnson is an experienced validator for MSDE and will help you through the process. If you are actively pursuing accreditation, your program is also eligible for free technical assistance, mentoring, and a program improvement visit. All classes meet in the OCS training room; cost is \$20 each. For more information, or to register, please call 410-313-1940 or register online.

- *Organizing the Self-Appraisal Process*
Wed. October 19, 1 - 3 pm
- *Indicators, Best Practices, and Rating*
Wed. November 16, 12:30 - 3:30 pm
- *Program Improvement Plan & Implementation*
Wed. December 14, 1 - 3 pm
- *Organizing Your Documentation*
Wed. January 11, 1 - 3 pm

Register online! www.howardcountymd.gov/children

Introduction to Environmental Rating Scales (+Mentoring)

new! Wed. November 30 6:30 - 9:30 pm ALL Levels
 Core Credit: 5 hrs PRO Ages: All
 \$53 Instr: J. Johnson Location: OCS

See workshop description on page 8. This higher-priced TA option includes two hours of individualized mentoring and coaching on using ERS in your program. Technical Assistance Specialist Joan Johnson will visit your child care site to help you understand how to use ERS with your family or center program. **Be sure to indicate the +Mentoring option when you register.**

Infant/Toddler Module 14: Physical Development

Wed. November 30 6:30 - 9:30 pm ALL Levels
 Core Credit: 3 hrs (1.5 CD + 1.5 CUR) Ages: I/T
 \$23 Instr: L. Tsonis Location: Gateway 303
This class includes 1 hour in the area of Working with Mixed Age Groups.

Discover and celebrate growing infants and toddlers as they begin critical tasks such as rolling over, crawling, walking, and running! Learn to support physical development through activities, parent support, and other strategies.

December 2011

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new! Craft Making for the School-Age Child

Thurs. December 1 6:30 - 9:30 pm ALL Levels
 Core Credit: 3 hrs CUR Ages: SA
 \$30 Instr: D. Wood Location: OCS
This class includes 1 hour in the area of Working with Mixed Age Groups.

Participate in a variety of craft activities suitable for groups of school-age children. Learn the importance of allowing unhurried time and individual expression, as well as how art activities can encourage development across the domains.

Let's Talk About the Story

Mon. December 5 6:30 - 9:30 pm ALL Levels
 Core Credit: 3 hrs (2 CUR + 1 CD) Ages: PS
 \$23 Instr: S. Peyser Location: OCS
 Learn the importance of asking questions as you read a story to children. Discover ways to support developing language and vocabulary skills that will be crucial to children's future success. Make a story glove to use in your program!

Infant/Toddler Module 15: Problem Solving

Wed. December 7 6:30 - 9:30 pm ALL Levels
 Core Credit: 3 hrs (1.5 CD + 1.5 CUR) Ages: I/T
 \$23 Instr: L. Tsonis Location: Gateway 303
This class includes 1 hour in the area of Working with Mixed Age Groups.

Infants begin to problem-solve from birth, observing caregivers, peers, and everything around them. Learn how young children use their own observations and investigations and how you can create an environment to support problem-solving.

new! Using a Positive Approach to Address Challenging Behaviors

Thurs. December 8 6:30 - 9:30 pm ALL Levels
 Core Credit: 3 hrs (2 CD + 1 SN) Ages: PS
 \$23 Instr: Project ACT Location: OCS
 Discuss the four main motivators of children's behaviors. Discover how to redirect and shape behavior while encouraging positive social and emotional skill-building. Review global classroom strategies that can encourage positive behavior in all children.

Project Security Blanket

Sat. December 10 8:30 am - 3:00 pm ALL Levels
 Core Credit: 6 hrs (3 PRO + 3 HSN) Ages: All
 \$15* Instr: J. Johnson Location: OCS
 See description on page 2.

The Changing Faces of America's Children: Effects of Culture on Child Development

Mon. December 12 6:30 - 9:30 pm ALL Levels
 Core Credit: 3 hrs COM Ages: All
 \$23 Instr: C. Bethke Location: OCS
This class includes 1 hour in the area of Working with Mixed Age Groups.

This interactive workshop examines the effects of culture on child development. Explore your own value system and your work with children through games, discussions, and reflections. Learn how to embrace the diversity of our changing world!

How to Talk So Parents Will Listen

Wed. December 14 6:30 - 9:30 pm ALL Levels
 Core Credit: 3 hrs COM Ages: All
 \$23 Instr: L. Tsonis Location: OCS
 Learn how to establish relationships and work effectively with parents, even the most difficult ones! Welcome every family into your program, prevent problems, overcome adversity, and enhance the child care-family connection.

Infant/Child and Adult CPR Certification

Sat. December 17 9 am - 12 noon ALL Levels
 Certification Only (no Core of Knowledge credit)
 \$40 Instr: PPM Location: OCS
 See description on page 2.

First Aid Certification

Sat. December 17 12:30 pm - 4:30 pm ALL Levels
 Certification Only (no Core of Knowledge credit)
 \$40 Instr: PPM Location: OCS
 See description on page 2.

Training Requirements

Family Child Care - New Applicant

- All 6 4-hour Initial Training Modules
- 6-hour class in Emergency and Disaster Preparedness
- Infant/Child/Adult CPR Certification and First Aid Certification
- SIDS: Sudden Infant Death Syndrome

For more information on the Initial Training Series and a schedule of when it is offered, please call 410-313-1940 or visit www.howardcountymd.gov/children. For information on Orientation and other requirements, call OCC at 410-750-8771.

Family Child Care - First Renewal Year:

- 3 hours training in each of 4 areas: Child Development, Mixed Age Groups, Health/Safety/Nutrition, Emergency Preparedness
- 6 additional hours of approved training in any area
- current First Aid and CPR certifications

For more information on training requirements, call your OCC Licensing Specialist, 410-750-8771.

Family Child Care - After First Renewal:

- 6 hours training in Training Track I: Core of Knowledge or Track II: Administrative
- 6 additional hours of approved training in any area
- current First Aid and CPR certifications

For more information on training tracks and requirements, call your OCC Licensing Specialist, 410-750-8771.

Child Care Center Staff

For current staff staying in the same positions:

- Aide/Assistant 6 hours per year
- Child Care Teacher 12 hours per year
- Child Care Director 12 hours per year

New hires and staff moving to new positions are subject to additional requirements. Please contact Joan Johnson, Technical Assistance Specialist, for information on specific requirements for each position: 410-313-1432 or jmjohnson@howardcountymd.gov.

Grants and Financial Assistance

Grant Funding Keeps Our Prices Low: Many of our workshops are offered at a reduced cost thanks to grants from MSDE and MFN. Grant-supported workshops are indicated by an asterisk (*) next to the price. Other financial assistance opportunities include:

The **Family Child Care Provider Grant Program** offers up to \$500 for training fees and start-up costs. Call your OCC Licensing Specialist at 410-750-8771.

Howard Community College Noncredit Financial Aid: There is currently a waiting list for Financial Aid. HCC is still accepting Noncredit Financial Aid applications for the 2011 - 2012 academic year on a waitlist basis. For more information, please contact childcareclasses@howardcc.edu or glyon@howardcc.edu.

If you have been in the child care field for at least 1 year, you can begin working towards the **Maryland Credential**. Credentialed providers can receive cash bonuses and up to \$400 per year for training reimbursements. Call 410-313-1432 for information.

Training Classes are Tax Deductible: Training costs can be listed as tax deductions on your federal and state income taxes.

Training Calendar Codes

Workshop Locations: Most classes are in our OCS training room, but sometimes we use other spaces.

OCS: 3300 N. Ridge Rd., Suite 360, Ellicott City

Bain Center: 5470 Ruth Keeton Way, Columbia

Gateway 303: 6751 Columbia Gateway Dr., Room 303, Columbia

Extension: 3300 N. Ridge Rd., Suite 240, Ellicott City

Core of Knowledge Codes:

CD: Child Development

COM: Community

CUR: Curriculum

PRO: Professionalism

HSN: Health/Safety/Nutrition

SN: Special Needs

Ages: Each workshop covers material that applies to different ages of children. The Ages code indicates the ages that will be covered:

I/T: Infant and Toddler

SA: School Age

PS: Preschool

All: All Ages are included

Workshop Levels: A few workshops are intended for providers with specific levels of experience: **ALL** (All providers are welcome); **Initial Training** (Required for Family Care Applicants); **Beginning** (providers with 1 year or less of experience); **Intermediate** (a few years of experience); and **Advanced** (in the field for several years).

Howard Community College Courses

HCC offers credit and non-credit classes for child care professionals, including the 45- and 90-hour classes required for some center staff. Classes are offered at the HCC campus locations. For information on upcoming non-credit classes, email childcareclasses@howardcc.edu or call Kristin Navarro at 443-518-4049.

School Age Child Care: Curriculum
Communication Skills - Childcare
Child Care Certification II: Curriculum
Child Care Certification II: Curriculum
Communication Skills - Childcare

Monday 9/19/11 - 10/31/11
Thursday 9/29/11 - 10/20/11
Online 10/19/11 - 12/7/11
Mon, Wed, Thurs 10/31/11 - 12/15/11
Thursday 11/3/11 - 11/17/11

Registration and Participation Policies

- **Registration is on a first-come, first-served basis.** Payment is required at time of registration. Confirmation notices are e-mailed to the address provided at registration.
- **Pre-registration is required** for all workshops. We must receive your registration and payment before the workshop date. **Same-day registrations** may be accepted by phone before 4 pm on the day of the workshop if space permits; call for information on space availability. **Walk-ins will not be accepted.**
- **Payment Types and Fees:** You may register online (credit cards only), by phone (credit cards only), by mail (credit card, check, or money order), or in person at our office (credit card, check, money order, or cash). Credit card charges will appear on your statement as Howard County Gov. There is a \$25 service fee for returned checks.
- **Change or Cancellation of a Class & Refund Policy:** If you cannot attend a workshop you have registered for, notify us at least 24 hours in advance in order to receive credit for a future workshop. Credits will expire 12 months after they are created. Refunds will not be given unless OCS cancels the workshop. OCS reserves the right to change the location or instructor of a workshop when necessary. If a workshop is cancelled due to weather, instructor illness, etc., participants will be notified by phone by 4:30 pm the day of the workshop. When the weather is in question, call 410-313-1442 to learn the status of the workshop. If possible, we will reschedule the class and make an attempt to notify all registered participants by phone and/or e-mail.
- **Late Arrival to Workshops:** Workshops begin at the time stated in the calendar and in your confirmation e-mail. Plan to **arrive 10 – 15 minutes early** to sign in. If you arrive after the workshop begins, you will be asked to leave by the instructor. You will not be eligible for a certificate, a refund, or credit for the workshop cost.
- **Assessments and Certificates:** Trainers will administer assessments in written or verbal form at each workshop. **Certificates will be mailed to participants** after their assessment scores have been validated, usually within two weeks. No certificates will be distributed at trainings. All workshops are open to the public and are approved by OCC under training license CKO-3733.
- **Replacement Training Certificates** must be requested in writing and a \$5 fee per certificate will be charged.
- **Workshops are designed for adults only;** please make proper child care arrangements in advance.
- **Need special accommodations?** Call 410-313-1940 in advance if you will need assistance at the workshop.

Office of Children's Services Workshop Registration Form

or register online at www.howardcountymd.gov/children

Name		Mailing Address (must match your credit card billing address)	
Daytime Phone		Street Address:	
Email Address (confirmations are emailed)		City, State, Zip:	
<input type="checkbox"/> Family Child Care <input type="checkbox"/> Parent		<input type="checkbox"/> Center/Preschool: _____ <input type="checkbox"/> Head Start <input type="checkbox"/> Other: _____	
Date of Workshop	Title of Workshop	Cost of Workshop	
Payment By Check or Money Order Enclose your check or money order made out to Director of Finance.		Payment By Credit Card Card Number: _____ Expiration Date: ____ / ____ Name on Card: _____ (Billing address must match your mailing address above.)	
		Total Payment \$ _____ Mail to: Howard County OCS 3300 N. Ridge Rd. Suite 380 Ellicott City, MD 21043	

**Howard County Office
of Children's Services,
Part of the Department
of Citizen Services**

3300 N. Ridge Rd Ste. 380
Ellicott City, MD 21043
Phone: 410-313-1940
www.howardcountymd.gov/children

Email: childcare@howardcountymd.gov

Open 8:00 to 5:00
Mon - Fri



Member agency of the Maryland Child Care Resource Network with funding provided by the Maryland State Department of Education

The Nest is published quarterly by the Office of Children's Services. Please feel free to copy and distribute this publication. Available in alternative formats upon request.

Need help with a child in your care? Get help from **The CARE Center**

The CARE Center can help you work with children in your child care program who are having behavioral or emotional difficulties. Learn how to help a child who:

- seems anxious or fearful
- has problems sharing
- bullies or bites other children
- has trouble following directions
- is hard to soothe or comfort
- has trouble forming relationships



CARE Center services for child care professionals can include:

- Advice and resources by phone
- Support and intervention for you and the child's family
- On-site observation and consultation for challenging behaviors
- On-site training for program staff or reduced-cost training for family providers
- Specialized services for Spanish-speaking children and families

410-313-CARE (2273)

The Nest and Training Calendar - October, November, December 2011



Howard County Office of Children's Services
3300 N. Ridge Rd., Suite 380
Ellicott City, MD 21043

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